

June 26, 2006

1. Call to Order/Roll Call/Opening Ceremonies

Chairman Alex Vispoli opened the Regular Meeting of the Board of Selectmen on Monday, June 26, 2006 in the Selectmen's Conference Room in the Town Offices at 6:00 p.m. This was an Open Meeting and not an Executive Session of the Board of Selectmen. Present were Selectmen Lyman, Teichert and Chairman Vispoli. Selectman Hess arrived at 6:40 p.m. and Selectman Brian P. Major arrived at 7:55 p.m. Also present for this discussion were Town Manager Buzz Stapczynski, Dr. Claudia Bach, School Superintendent, and representatives of the School Committee and School Administration.

2. Presentation on I-NET

Dr. Claudia Bach opened the discussion with an introduction and spoke of the importance of replacing the current I-Net system with a new system. She then turned the presentation over to Raymond Tode, the School Department's Director of Educational and Information Systems, who made a Power Point Presentation. Copies of his presentation were distributed. The following was highlights from his presentation:

First slide: Andover I-Net Agreement - Initiated June 14, 1997 and expiring June 13, 2007. The private I-NET Loop connects 19 school and municipal sites. The existing I-Net is 1990's technology, a 550 MHZ high-split CATV system with 29 reverse channels.

The next three slides: A map with the estimated Andover I-Loop; Town Data Channel; and the APS Network showing 36 servers and 2568 computers, monitors, keyboards, mouses used by 6000 students and 800 teachers, administrators & support staff. The slides demonstrated the complexity of the Town/School system.

The next slide showed the present use of the I-Net. Mr. Tode said he would like to move to X2 but cannot because of the unreliability of the I-Net. He said they are running at 50% efficiency because of the problems with the I-Net. They have system drop outs during backups and the system keeps going up and down.

The next slide showed the present and future use of the I-Loop and Internet. Mr. Tode predicted a lot more uses coming down the line as computers get faster and teachers get better with the applications. He went over a list of things he felt were coming down in the future.

The next slide showed the current I-Net limitations, which included compromised reliability & efficiency; data transmission speed limited to a maximum 10mb/channel the impact 10-60% efficiency; and, legacy equipment in that the operational equipment is 9 years old technology.

Mr. Tode then reviewed 9 possible solution options:

- Option 1 - Upgrading existing I-Net to all fiber.
- Option 2 - Convert current I-Loop to same format as Comcast subscriber network.
- Option 3 - Direct Networks - Almost line of site wireless.
- Option 4 - Conterra 100 Mbps wireless.
- Option 5 - Comcast leased bandwidth.
- Option 6 - Verizon lease bandwidth.
- Option 7 - MecNet/Verizon (SES) Leased Switched Solution.
- Option 8 - Celt/Version FIOS leased bandwidth.
- Option 9 - Build all fiber - Total Cost \$525,000.

2. I-Net Presentation (Cont.)

June 26, 2006, 2006 (Cont.)

Mr. Tode showed that the proposed fiber solution was the least expensive cost comparison/Mbps.

The following slides showed the solution comparisons. The recommended APS/Town fiber solution showed a total project cost of \$525,000. This would include all 20 municipal and school sites; 12 strand self-supporting fiber, fully connected; internal/external; twenty-five year warranty with life expectancy of 25+ years. This would be a leased/purchase over 5 years. At the end of the five years \$5,000 per year for maintenance, contractor on retainer in case something disastrous happened. Mr. Tode said that the fiber solution is reliable stable and secure.

The next slide outlined the sources to fund the lease payment. In order to fund this amount, Mr. Tode said he was looking for a commitment from the Selectmen for financing. He said the School needed to move forward to reduce the inadequacy of the present I-Net. The lease/purchase schedule, principal and interest would be as following:

Year One	\$131,250	Year Two	\$126,000	Year Three	\$120,750
Year Four	\$115,500	Year Five	\$110,250		

Mr. Tode said his intention is to recommend using his part of the School Department CIP to pay for the first year of the lease and forgo computer purchases he was going to make for now. In future years, 2008 to 2011, they are looking at the estimated buyout from Comcast of the I-Net, a \$300,000 grant. He suggested using some or part of that money for the I-Loop. Anticipated franchise fee from subscribers to the Town will bring in \$350,000, annually; \$250,000 would pay for the Access Corporation (TV studios) and the extra \$100,000 dedicated to I-Net technology. In summary Mr. Tode said he felt the best solution to the I-Net problems is an all fiber network to the 20-school/town sites with a 5-year lease/purchase schedule described above. The first year, funding from the SD FY07 Tech CIP and subsequent years, \$100,000 from CATV fees. Mr. Tode said he was asking the Board's support of the project and funding strategy and that the Selectmen authorize notification of Verizon of the intent to use municipal space on utility poles. The next step will include the School Committee to authorize Technology CIP funds for the first year payment.

A detailed discussion was held on this request. Hearing this for the first time, it was the consensus of the Board to take this matter under consideration at this time and revisit the issue at a future meeting. Dr. Bach indicated that whatever happens, the I-Net needs to be fixed.

It was moved by Selectman Hess and duly seconded that the Board authorize the Town to send a letter to Verizon notifying them of the intent to use municipal space on utility poles. The motion was voted and passed 4-0.

Chairman Vispoli thanked the School Administration for attending this evening. A 5-minute recess was held before restarting the Regular Meeting.

3. Resume Regular Meeting

June 26, 2006, 2006 (Cont.)

Upon return from the recess, Chairman Vispoli re-called the Regular Meeting to order at 7:50 p.m. Selectmen Hess, Lyman, Teichert and Chairman Vispoli were present. Selectman Major arrived shortly thereafter. Also present were Town Manager Buzz Stapczynski and Steven Bucuzzo, Assistant Town Manager and various Department Heads. Recording Secretary Elizabeth A. Kochakian took these minutes. This meeting was duly posted and cablecast live.

4. Communications/Announcements/Liaison Reports

Town Manager Stapczynski:

- Monday, July 3, the Town Offices will be closed; the Memorial Hall Library will be open.
- The 4th of July fireworks will be held on July 3, 2006 at the Andover High School at dusk, 9:15 p.m. or so. The Bill Winiker Band will entertain with a concert from 6:00 - 8:00 p.m.
- On Tuesday, July 4th, in the Park they will have a Pancake Breakfast from 8:00 a.m. to 11:00 a.m. The Department of Community Services (DCS) is looking for pancake helpers and the Selectmen were asked to respond if they could help. Also on that day, the Horrible Parade will start at 9 a.m.; games for kids, 10:30 a.m. to noon; and the Middlesex Concert Band featuring Joe Rife, the Andover High School Music Director, will start at 11:00 a.m.

Selectman Mary Lyman:

- Selectman Lyman asked the Manager to have DCS post on their web site the changes for the Drop-In Playground program. She said that parents are confused where their children should go because the Drop-in Playground sites were changed around.

Selectman Alex Vispoli:

- Chairman Vispoli reported that a couple of the Selectmen attended the Rt. 125 public hearing on the 25% design of the Rte. 125 and Salem Street light which was presented last week by the state. He said it was well attended and there were a host of consultants present. He said a lot of questions were asked and it looks like it will become a reality, at least on paper. Chairman Vispoli said it will be put out to bid later this year and next year the work will start. Chairman Vispoli said this has been one of the top goals and objectives for the Selectmen for the past two years.

5. Approval of Consent Agenda Items

A. Appointments and Re-appointments

It was moved by Selectman Teichert that the Board approve the following appointments by the Town Manager:

DEPARTMENT	POSITION	RATE	EFF. DATE
PLANT AND FACILITIES DEPARTMENT - Building Maintenance Division			
Felix Melendez	Junior Custodian (v. T. Lambert)	W1-2	7/3/06

5. Approval of Consent Agenda Items (Cont.)

A. Appointments and Re-appointments (Cont.)

June 26, 2006, 2006 (Cont.)

Michael Porter	Junior Custodian	PTW1	6/27/06
	(v. F. Melendez)		
Kyle S. MacKenzie	Laborer - Summer Temp.	\$11.50/hr.	6/27/06
Andrew Gilmore	Laborer - Summer Temp.	\$11.50/hr.	6/28/06

COMMUNITY SERVICES

Elyse Mahoney	Counselor - PT	C2A	6/8/06
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YOUTH SERVICES

Torey J. Nicholson	Program Supervisor - PT	C4A	6/19/06
Matthew H. Beaulieu	Instructor - PT	C7C	6/19/06
Mark C. Irvine	Program Supervisor - PT	C4A	6/19/06
Nathan J. Hass	Program Supervisor - PT	C4A	6/16/06

ELDER SERVICES

Terry K. Bargar	Program Instructor - PT	\$30/hr.	8/1/06
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DEPARTMENT OF PUBLIC WORKS - Solid Waste Division

Timothy Jackson	Compost Monitor - PT	\$10/hr.	4/1/06
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Selectman Lyman seconded the motion and it was voted and approved 4-0.

6. New Business

A. Sign Agreement for Buxton Court Land Transfer - Warrant Article #48 - 2006 Annual Town Meeting

The Manager reported that town counsel has been working with the landowner and the documents are all set to go. However, the landowner has gone out of the country on vacation. Mr. Piantedosi said the landowner had given her attorney power of attorney but they did not get the paperwork in time for this evenings meeting. Thus this request was postponed for this evening's consideration.

B. Continued Discussion of FY-07 Goals and Objectives

Chairman Vispoli explained that this was an annual exercise the Town started a few years ago. He said this year the Selectmen wanted to do some initial homework before they met with the Department Heads to try to make this process a little more efficient then the last couple of years. They spent two meetings going through the document, Items and Categories for the FY07 Goals and Objectives, a copy of which everyone had before them, and listing the different areas they thought were worthy of discussion. The idea was to provide some framework and conversation tonight so they can be more efficient.

6. New Business (Cont.)

B. Continued Discussion of FY-07 Goals and Objectives (Cont.):

The next step was to have one more meeting with Department Heads, hopefully to get more collaborative, maybe fewer goals, but goals they

June 26, 2006, 2006 (Cont.)

can achieve together. Chairman Vispoli said that was the intent that was different this year. Selectman Hess said it was important to note that when they came up with this list, that didn't mean there isn't something else the Board should be discussing. If the Department Heads had any additional thoughts, they should bring them up this evening.

Chairman Vispoli then asked the following Department Heads to introduce themselves and tell the residents at home what their functions are in the Town:

Steve Bucuzzo, Assistant Town Manager:

- Acts as the right hand man to the Town Manager;
- Public information officer in the Town;
- Works with the Department Heads;
- Works closely with the Budget and Finance Director during the budget process.

Rod Smith, Town Accountant:

- Works directly for the Board of Selectman; appointed by the Selectmen;
- Functions are payroll, accounts payable, financial statements, budgetary control, etc.;
- Town Auditor; controls expenditures;
- Secretary, ex officio, of the Retirement Board.

Randall Hanson, Town Clerk:

- Issues licenses for the Board of Selectmen;
- Manages elections, town meetings;
- Handles inquiries on marriages, birth certificates, etc.

Anthony Torrisi, Director of Finance and Budget:

- Responsible for financial planning for the town;
- Budget development, budget preparation;
- Oversees the Collector Treasurer's Office, the Assessor's Office, Central Purchasing and Insurance, and, Information Systems;
- Works closely with the Town Accountant on budgetary controls and other financial matters;
- Acts as the staff liaison with the Andover Cable Advisory Committee and the Andover Finance Committee.

6. **New Business (Cont.)**

B. Continued Discussion of FY-07 Goals and Objectives (Cont.):

Joseph Piantedosi, Director of Plant and Facilities:

- Oversees three operating divisions in his department;
- Responsible for the maintenance of all town and school buildings,

June 26, 2006, 2006 (Cont.)

not the custodians in the schools but in the town;

- Manages the town's cemetery, parks and grounds, and all town and school facilities as well the Forestry and Vehicle Maintenance Divisions;
- Runs the Old Town Hall, rental functions;
- Responsible for all town/school construction.

Charles H. Murnane, Jr., Fire Chief:

- In charge of a 72 member department, both men and women;
- In charge of the life/safety of the townspeople, residents of Andover, and visitors to the town.

The Manager noted that there were three people absent: Jim Sutton, Library Director and Police Chief Brian Pattullo (both on vacation) and Jack Petkus, Director of Public Works, who was ill.

Chairman Vispoli started the review of the list of goals. He said there was an open-ended question for every one of the items on this list that can it be characterized as a goal or ongoing part of the operation of each department.

Budget & Finance

- **New revenues:**

Rental of the Old Town Hall: Mr. Piantedosi said they did have discussions with the Post Office to see what they could do there. The Manager would have more information on that. Also, he said he has money in his capital budget to make some improvements to it that will be helpful with trying to get revenue from the rentals. The Manager said he gets approached occasionally by people wanting to rent space in the Town House. Chairman Vispoli asked the Manager to get an idea what would be made available, what the uses would be, and how much revenue it could take in.

Chairman Vispoli said the other facility he had question about was the Collins Center. He wondered if there was a way they could look into that as to when they have open dates and then look at promoting shows there to enhance revenues. Mr. Piantedosi said the Collins Center is under the total control of the School Committee. Chairman Vispoli noted to put this on as a discussion item.

6. **New Business (Cont.)**

B. Continued Discussion of FY-07 Goals and Objectives (Cont.):

- **NESWC Funds:**

Chairman Vispoli said they are looking for a process for the NESWC Funds, a one-time money income the Town will be receiving, as to where do

June 26, 2006, 2006 (Cont.)

they put it.

Mr. Torrisi suggested using the process they used this year on the Stabilization Fund article, which was a very simple well understood method that had support. He said the money is set-aside in that Fund and the investment income stays with the Fund. Selectman Lyman said they were looking to him for that type of recommendations.

Chairman Vispoli said that might be an option as well as a couple of different options like that. He felt they didn't have to rush for the next town meeting to get it together.

- **Labor Contracts:** An ongoing process.

Selectman Hess said a good question to ask is how to make it work differently, faster for next year. This year the labor contracts are already in the works. They are looking from department heads for suggestions for next year, as current contracts will run out at the end of FY07.

Chief Murnane said he felt they have put such goals in and for some reason they don't get anywhere with them; he felt the blame lies somewhere in the middle. He agreed this was a top priority. Selectman Lyman said the question is how can they avoid that? That is what they are looking from each department as it affects the contracts in their department.

- **Health insurance:**

Chairman Vispoli said they are constantly looking for ways to reduce costs.

Chief Murnane said if the Town does not want to go along with Section 19, the Town should come up with an alternative. This is something they were going to do in the past and they have not done that. This is what effects contracts. He said health insurance is a huge issue in all of their contacts. If they can't come up with something better then Section 19 or equal to that, he felt they should go with that.

6. New Business (Cont.)

B. Continued Discussion of FY-07 Goals and Objectives (Cont.):

The Manager said they went through this at their staff meeting two weeks ago and Candace Hall, Human Resources Director, will be working on the whole health insurance issue irrespective of Section 19. He said there are a lot of things they are doing in terms of promoting wellness and educating a group of employees and retirees about the best plans that are out there. There are some alternatives they offer that they didn't have before.

June 26, 2006, 2006 (Cont.)

Action Item: Chairman Vispoli said the Selectmen need to have a deliberation on Section 19 as well as alternative options and need to take a position one way or another. Selectman Lyman recommended that maybe some information from their consultant as far as trends in other municipalities would be helpful.

- **Pension Costs:**

Selectman Major arrived at the meeting at this time.

Mr. Smith noted that in January 2008, they are scheduled to have an actuarial report prepared. He said they are under a state law requirement that they fund the pension system 100% by year 2028.

Currently, Mr. Smith said they have created a buffer and are on tract to fund the system by 2024. Mr. Smith explained that every year they do the actuary, the third year they sit with the Finance Department, with two of the Selectmen and Finance Committee to develop schedules as to what fits best in the overall budget for the Town.

Chairman Vispoli said that one of the action items is to assess the cost impact of their pension program. Mr. Smith said they would do it through the actuaries. He said they have also done some major revamping in their investment portfolio as well and the fund is now properly dispersed into different categories and investments.

Selectman Lyman said Joanne Marden, Chairman of the Finance Committee had asked during budget time that they have a joint meeting with all of them; that will be scheduled. Selectman Hess said the question is when should that happen especially since they are not going to take any major steps until after the January 08 actuarial study. Mr. Smith said if they get it out real early in 2008, they could be on target to have some tweaking done before the FY09 town meeting.

Mr. Torrisi said the Retirement Board already knows the appropriation requirement is for FY08 budget and already know what they have to put in for July 2007. But the other issue that is going to be raised is GASB 45 Government Account Standard Benefits and other post employment benefits.

6. **New Business (Cont.)**

B. Continued Discussion of FY-07 Goals and Objectives (Cont.):

Selectman Lyman said the other impact of another new change is what is pension eligible and what isn't that they want to talk to as well. Mr. Smith said they are reviewing all of their categories of regular compensation under Chapter 32. Selectman Hess said that this something they want to do this year.

- **Budget Information Process:**

Chairman Vispoli said the goal here is "how to streamline the

June 26, 2006, 2006 (Cont.)

process when they sit before joint Boards and present budget requests." "Is there a way to streamline so that everyone uses the same format, perhaps providing a matrix in advance?" He said they have to have a much better process this year running their meetings and getting information back and forth. Instead of two departments every night if they can get all the information they need in a universal format up front, then maybe they can do four departments in one night. Also, is there a way to get that information out to the public? Selectman Teichert suggested they only highlight on changes from one year to the next year and on special items.

Mr. Piantedosi asked if the Board had any preferences on what they would like to see with all the budgets; also, do they want all Power Point presentations. Selectman Teichert suggested a Power Point presentation that was something basic. Selectman Lyman said her information wasn't derived from a Power Point presentation and if it was hard to put together she didn't feel it was necessary to have one. Chairman Vispoli said it was important to get everyone on one page, e.g., a matrix presented in advance showing items that are important. Selectman Major suggested that a couple of Selectmen meet with Department Heads to come up with matrix.

Chief Murnane said that one of the things that worked well with him with the Finance Committee was his regular meetings with his FinCom liaison Marge Bradshaw. They would discuss everything in his budget in advance and which was a big help with the FinCom. He suggested the Selectman may want to do that too so that the liaison would get back to the Board members and explain what they talked about.

Chief Murnane commented that when he comes into the budget meeting, it seems as though the FinCom has a better handle on what he is saying because he has already sat down and explained it to the liaison with his Department.

5. **New Business (Cont.)**

B. Continued Discussion of FY-07 Goals and Objectives (Cont.):

• **Budget Information Process (Cont.):**

Selectman Lyman asked Mr. Torrissi if the FinCom would be open to making presentations more uniform. Mr. Torrissi answered that they would be. Mr. Torrissi noted that one of the things they used to do was to have more unified presentations. Presentations have now become as much operational as they are financial. Department heads like to talk about what they are doing but if that is not helping the understanding of the numbers, they could consider changing that.

June 26, 2006, 2006 (Cont.)

Randy Hanson said the presentations that are made are twofold; they are both for the public and the people that are here to understand what they do so they can understand why they need the money. She felt there are other ways getting that information out. She said if the Selectmen specifically want certain criteria, they could provide that when they meet but need to know that and what the kind of things they want to hear in advance.

Mr. Torrisi said he could speak for this group that they feel joint meetings with the FinCom for project reviews make a lot of sense. He said he would be willing to sit down with a Selectman and Joanne Marden to come up with a format.

Mr. Piantedosi said in his department they are managing a lot of capital projects. The night he does his budget he talks about all the operating budgets in his department and capital projects on the tail end plus the school's capital projects. It would help him streamline by perhaps having one night for all capitals projects. The other thought he had, he said there are huge cost implications with some of the things they manage, i.e., energy contracts. He said it is important as they streamline that they understand the major pieces of their functions outside of just looking at the operating budget that they do want to see.

Selectman Hess said on Chairman Vispoli's suggestion, they tried a mid year review which focused on operations so there was less time used doing that during budgets discussions last year. The problem they had was how to get people to participate so they can learn about the operations and to figure out how to get communication out throughout the year.

Selectman Major noted here that the summaries Mr. Piantedosi and Mr. Petkus are putting together on a monthly basis are outstanding and very helpful

6. **New Business (Cont.)**

B. Continued Discussion of FY-07 Goals and Objectives (Cont.):

The Manager said they have liaisons to departments from the Selectman and the FinCom. He wondered if it would help to strengthen that role during budget time. Chief Murnane said he had suggested that earlier and agreed it would be helpful for the Selectmen to do that.

Chairman Vispoli said something to think about was that there might be a way to enhance the use of the web around budget time and utilize that more from a public information standpoint. Selectman Major said he was in favor of using the same template on budgets for

June 26, 2006, 2006 (Cont.)

each department.

Selectman Hess asked if Mr. Bucuzzo had any feedback how many people access the Town's web site. Mr. Bucuzzo said the numbers increase every year and would be glad to get him that number. Chairman Vispoli wondered what the number one use was on the site. Mr. Bucuzzo said he would also get that breakdown to the Board. He said the number of hits is growing yearly and people are becoming more reliant on finding information on the web site.

Current and Ongoing Projects:

- **Ledge Road landfill:**

Chairman Vispoli said there was money voted at town meeting for the study of the capping of the Ledge Road Landfill; what happens there may be another request for funding. He said this was a long-term project and an item for Jack Petkus to address. Selectman Lyman felt they needed to get more information out to the community so they understand how this is unfolding.

- **Reichold Acquisition:**

Selectman Lyman said they also need to get more information out on how this is unfolding. Chairman Vispoli said this is an issue for Jack Petkus to discuss. He felt there needs to be an explanation of the whole background and history of the Reichold acquisition to the public.

- **Senior Center:**

The Manager said this was moved up from Future & Planned projects as more from an information standpoint and to let people know what is happening. Selectman Lyman said that is how she sees it, keeping an eye on what is happening. It was noted that they are making modest improvements with the facility.

6. **New Business (Cont.)**

B. Continued Discussion of FY-07 Goals and Objectives (Cont.):

Future and Planned projects:

- **Youth Center:**

Chairman Vispoli noted that this has changed from the initial concept and the Agreement they had has expired; it is now an open issue.

Selectman Hanson wondered if the Board would like to know whether or not the entire town would support a youth center as opposed to another kind of center? She asked if any survey has been done.

June 26, 2006, 2006 (Cont.)

Selectman Hess said the Youth Foundation asked the Board to consider changing the agreement around a Youth Center and it be built behind Doherty as opposed to West Andover. The main issue of the day is the fields. Selectman Hess said their goal has been sidetracked in not giving them an answer to that. He said that any answer would have to come back to town meeting if they are going to have a privately funded Youth Center.

Chairman Vispoli said that right now a subcommittee made up of Selectmen and the School Committee are in discussions with the Youth Committee and are looking at that proposal. Selectman Major said that should be coming back to an IDR at some point in the future if it is going to move forward.

Chairman Vispoli said he would like to get a direction one way or another on this. Selectman Major said their next meeting is Thursday the 6th of July.

• **Town Yard:**

Chairman Vispoli said the Board hasn't taken a position on whether the Town Yard will stay where it is. He said they have to make a decision if it is going to be there or if there are other sites in mind. He said that other studies have been done so they don't have to go back to do a lot of work. He felt they should get it off the plate one way or another.

Mr. Piantedosi said the last time that he and Mr. Petkus met with the Board, his recommendation was to maintain the core of the Town Yard at Lewis Street and look at other offsite options where they can move some of the functions there. He offered to resurrect all the information they presented to the Board the last time around to see if it was still valid and give it to them. Before they know how to solve the problem, Mr. Piantedosi said they need a direction if that is what they want to do.

6. **New Business (Cont.)**

B. Continued Discussion of FY-07 Goals and Objectives (Cont.):

Chairman Vispoli said as a goal they need to summarize all the work that has been done and from there have a discussion and make a decision.

Selectman Major said he felt it would be helpful if they can identify all the parts of the Town Yard process; identify the potential locations that are available; identify which functions need to be tied closed together geographically; and what are the pros and cons of these potential sites. Selectman Lyman said that would be helpful but thought that was in the report already. Mr. Piantedosi said there is a very simple two-page summary he has in his computer he can get to the Board that summarizes all of that.

June 26, 2006, 2006 (Cont.)

- **Main Street Project:**

Chairman Vispoli said this touches all of them; how to get information out to citizens to let them know what the project is going to look like. The question is what is the best way to communicate that information, e.g., display plans in the Town House and different locations? The Manager said he is working on that with the planners and consultants to get a set of plans. They probably could have a modest display, probably put it on the I-Net, and also put a book together in different places where people can go through it and see something with an amount of accuracy.

Ms. Hanson suggested putting it on Cable TV since there is a way to do that. She said it could be visually seen what they are going to do, what the schedule is, and it could be run six months before. Also they can put all that information on the web. Selectman Hess said one of his main goals is to make sure the shopping public knows that downtown is open and if they can easily get around with the construction going on. He agreed they should try to put it on Cable TV. Ms. Hanson said they can also work with DCS on their website as well as in their office. It can be put on three or four TV stations.

Chief Murnane wondered if the Town has any control over what work is done and when on Main Street. The Manager said they do in that the state is working with the plans their consultant has provided including the work schedule. Chairman Vispoli suggested they may want to have that as an item in their mid year review, an update on the Main Street project.

- **Rte. 125 Signalization:**

Chairman Vispoli said this was in progress and moving ahead and they needed to communicate that to the citizens of the Town.

6. **New Business (Cont.)**

B. Continued Discussion of FY-07 Goals and Objectives (Cont.):

- **I-93 Interchange:**

Chairman Vispoli said this is a long-term project and they are going to keep the Task Force together. He said it would be the largest development this Town will see in 50+ years. It will have a tremendous impact on local businesses in that area and off of Rt.93. He wondered if they shouldn't have a special spot for them on the web. Mr. Bucuzzo said they can create a special page for information on the Interchange on the Town's web site and as information comes in they can put it on the page.

- **School Space Evaluation:**

June 26, 2006, 2006 (Cont.)

Chairman Vispoli said the Study has been done but they have not seen the final report. At some point, the School Committee is going to deal with it.

Policy & Oversight

- **Auto Use Policy:**

Chairman Vispoli said this is a topic they created a subcommittee for back the beginning of this calendar year to start looking at the current auto use policy and whether it was equivalent to best practices. He said he and Selectman Lyman met several times and reported back to the Board with the initial draft/goals right before they started the budget process with them. They agreed to meet with the Manager this past Saturday; the idea is to start to break this up into different phases and to find out what research they need before they do a departmental review and make recommendations to the Board. In answer to Mr. Bucuzzo, Chairman Vispoli said the goals are a clear use policy; clear liability policy; clear energy reduction; standardization of vehicles; what options; and, what is the policy for folks that need to take vehicles home.

- **External and Internal Communications:**

Chairman Vispoli said they have 20+ committees in town and their thought here is how those committees can do a better job providing updates. Although they do have liaisons, he wondered if they should go through the different committees once a year on a rotating basis to provide presentations to the Board or have periodic updates. The question is how can they overall communicate more effectively?

6. New Business (Cont.)

B. Continued Discussion of FY-07 Goals and Objectives (Cont.):

Mr. Bucuzzo said the Board had asked to try to have updates by committees in the past by having a committee come in every meeting and give an update. That never seemed to work and other things got priority so it was never developed. He was wondered if it might be better to have a single special meeting, a Saturday summit meeting; where all committee chairs come before the Selectmen and give a 15 minute update what they are doing. He said some other communities have done this. Chairman Vispoli felt this was a great idea. Perhaps this year they can do the mid year reviews with committees instead of departments. Selectman Teichert suggested having it televised and played over again at different times.

Ms. Hanson suggested two ways to communicate with the public and find out what they want. The first way is by questions on the ballot; i.e., putting something important on the ballot as a question where you

June 26, 2006, 2006 (Cont.)

want to get a sense of the town and what they want. Second, a survey mailed out with the yearly census. She said that the Town of Methuen has used their voting machines to tabulate surveys. Ms. Hanson said she could put that into the town census and put it through the machine, by buying the program. She said these are two things she has been asking about but there hasn't been any interest to implement it.

• **Mid Year Review:**

Selectman Major said that Ms. Hanson through DCS offers her General Government 101 class. He said that perhaps if they set the dates well in advance they could put a "Learn about your Town" class in the DCS booklet as well. The Manager said the DCS booklet for fall goes to the printer August 1, so there is enough time to set it up. Mr. Torrisi asked what the fee would be to do that. He said this perhaps could be a revenue-making item. Selectman Hess also suggested putting that in the AYS booklet.

• **Emergency Preparedness Planning:**

Selectman Major said some of this is going through TRIAD. The Manager said the Public Safety departments, Public Health, are big into this now and they will be hearing more and more about it.

Ms. Hanson said they don't have an emergency plan for records in place and that she is starting to do that. She has prepared a preliminary piece on record management that she is working on now and has been talking to Police Chief Brian Pattullo about his part in how it fits into the loop. Ms. Hanson said that she would like to give the Selectmen a form identifying and prioritizing records and where they are and which ones to have to make sure are safe, which ones to save now.

6. **New Business (Cont.)**

B. Continued Discussion of FY-07 Goals and Objectives (Cont.):

Chairman Vispoli asked if she was okay for disaster recovery for town records. Ms. Hanson said the important records are safe but not for all town records. They will have to have a prepared plan for other records.

Selectman Hess wondered if the Department Heads would be able to tell them as well as the public what is happening. Ms. Hanson said the town is taking appropriate methods to store vital records via a Records Disaster Plan.

Chief Murnane said the Fire Department is pretty much in the ballpark as far as storms, preparedness and planning. They have had people from Homeland Security in for training. He suggested they have a town wide tabletop exercise, invite the public and see how they actually operate on a training basis. He said the past storm went

June 26, 2006, 2006 (Cont.)

okay and all the departments worked well together but they can tweak it and do a better job next time. Chairman Vispoli said this was a high level goal, how to get that information out. The Manager agreed but said they first have to synchronize it amongst themselves.

- **Use of Public Lands:**

Chairman Vispoli said the bigger question is developing a policy, a process, for public land use. Ms. Hanson said the goal will be to get a mixture of people, to put an ad hoc committee together to do that, and, to come back with a policy for the use of public lands and get that moving. Chairman Vispoli said there is a proposed Korean War memorial right now and they want to make sure they get the ad hoc committee together and let them meet and come back with a joint recommendation on the memorial that will give a sense of cross sectional approval.

- **Audit Committee:**

Chairman Vispoli explained this was something this started based on the overall agreement they needed a formal Audit Committee. He said there was disagreement at town meeting as far as the makeup so the first meeting after town meeting they agreed to get an Audit Committee together; the composition if it would be that elected folks would not be on it. The Manager said the subcommittee has not met yet.

The goal is to get an agreement of what the makeup of the committee would be and get that up and running as soon as possible so the committee starts working with an auditing company.

6. **New Business (Cont.)**

B. Continued Discussion of FY-07 Goals and Objectives (Cont.):

- **CATV License:**

The Manager said this is one of those ongoing issues that arose but will be coming to an end in the next few months.

Selectman Hess said they have also discussed about how Department Heads use Cable TV and how they can use it better.

- **Town Manager's Evaluation:**

This is a process for the Board of Selectmen.

- **Diversity in Hiring:**

Chairman Vispoli said the goal here is what are they doing to

June 26, 2006, 2006 (Cont.)

increase diversity; do they have a policy; training; how do they advance this at the department level especially when people are replaced, full time or part time? Selectman Hess said sometimes it is as simple as where do they advertise their positions?

The Manager noted that the Human Resources Division had two single day sessions with diversity training. He said that the Director, Candace Hall, has a diversity plan which he will get a copy for the Board.

- **Vision 21:**

Chairman Vispoli said a lot of work went into the Vision 21 report, which was delivered two years ago. The goals here are twofold: 1. How could they ensure it is a living document on the decisions that were made? 2. How do they communicate the information out that is in the report; on the website or use Cable TV? This was put on the list because they don't want to lose the valuable information that is in there. They are open to suggestions as they move forward.

Other Things to Accomplish:

- **Fire Chief Recruitment & Selection Process:**

Chairman Vispoli said this has already begun with the Town Manager. A consulting group has been secured to do the assessment of the Fire Department to understand what the requirements are of the replacement for Chief Murnane who will be retiring.

6. **New Business (Cont.)**

B. Continued Discussion of FY-07 Goals and Objectives (Cont.):

Selectman Major commented that when they are going through the selection process, hopefully, they think through who has the right authority to select the final candidates; they don't let political processes influence it after selections have been made and it doesn't make farce of the whole selection process. He hoped they keep the validity of the process in place. The Manager said he would keep that in mind.

- **Storm Water Management Plan & Bylaw:**

Chairman Vispoli said this was an item for Jack Petkus to address. The Manager said they are now working on a goal of having some bylaws if needed taken to town meeting on storm water management. He said that all cities and towns across the country are in the middle of meeting the requirements of storm water management. They have developed some policies and procedures on the departmental level. Others are going to

June 26, 2006, 2006 (Cont.)

need further requirements. The Board of Health will be able to enact some with their authority in terms of sewer use. Others will require town meeting approval because they may want to amend the zoning bylaws or add something to the present bylaws. The Manager said a lot of flooding could have been prevented but for illegal connections causing backing up in peoples' homes that needed not occur. This is something they will get into in the fall.

Mr. Piantedosi cited that this was also a potential health hazard in homes; most of those illegal connections allow sewer gas to come into the homes. It is also a high cost to people on the system because the town pays for every gallon of outflow that goes into the district. He said that everyone in town paying sewer use charges is paying a premium for those illegal discharges that could be going in the drain system.

7. Adjournment - 9:15 P.M.

In closing, Chairman Vispoli said he hoped this evening's discussions were helpful. He said the first action item is to get the information together as to what happened tonight. He said if anyone has anything further to add on any one of these topics, to get it to Mr. Bucuzzo and he will include it. He said their objective is to have the goals set at the July 10th Selectmen's Regular meeting. Selectman Major said that, hopefully, they don't try to do everything in one year and they prioritize the goals and do a couple this year and some next year, etc.

7. Adjournment - 9:15 P.M. (Cont.)

It was moved by Selectman Hess that the Board close the Regular Meeting of the Board at 9:15 p.m. The motion was seconded by Selectman Lyman, voted and approved 4-0.

Elizabeth A. Kochakian
Recording Secretary